



# Ashland County How Do I Guide

## System Practices

Job Function	County Information
Intake	<ul style="list-style-type: none"> <li>Information and Referral intakes will not be entered into eWiSACWIS.</li> <li>When populating the Person Search window, if the person's name is not known, the worker should enter "Unknown" as the First Name and also as the Last Name.</li> <li>Service Intakes will be completed for JIPS, Delinquencies and Voluntary Kinship.</li> <li>Child Welfare intakes will not be entered into eWiSACWIS.</li> <li>Intake workers will not utilize the R/T Matrix tab on the PS Report.</li> </ul>
Initial Assessment	<ul style="list-style-type: none"> <li>The Assessment Extension function will not be used.</li> </ul>
Court/Out of Home Placement	<ul style="list-style-type: none"> <li>The CPS Placement Request function will not be used.</li> <li>In Home Services will not be used. These services will be captured in the Case Plan.</li> </ul>
Case Maintenance	<ul style="list-style-type: none"> <li>Case Notes will be used to document Assessment Contacts and Initial Face-to-Face Contacts.</li> <li>The Meetings function will be used for scheduling Administrative Reviews.</li> <li>Medical Profiles and Education records will only be completed for children in IV-E placement episodes.</li> </ul>
Juvenile Justice	<ul style="list-style-type: none"> <li>Only Juvenile Justice cases with IV-E placements will be entered in eWiSACWIS.</li> <li>The Juvenile Justice Case Plan and Court Report will be used.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>IV-E Eligibility determination will be performed by Maximus.</li> </ul>
Provider	<ul style="list-style-type: none"> <li>The Background tab in the Person Management window will be completed for all Providers.</li> </ul>
eWiSACWIS Help	<ul style="list-style-type: none"> <li>For questions or issues related to the eWiSACWIS application, workers should: <ul style="list-style-type: none"> <li>First, contact their superuser(s).</li> <li>If a superuser is not available, contact the WiSACWIS Help Desk.</li> </ul> </li> </ul>
Templates	<ul style="list-style-type: none"> <li>When completing work within eWiSACWIS access templates prior to approval. Once work is approved, templates that have not been previously accessed for that work cannot be opened.</li> <li>Template Mapping documents can be accessed on-line at: <a href="http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/template_mapping.htm">http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/template_mapping.htm</a>.</li> </ul>

## Ticklers

Tickler Name	How is it created?	How is it removed?	When does it display on my Ticklers expando?
Assessment Due	When the Protective Services Report is linked to an existing case or used to create a case.	When the initial assessment supervisor approves the assessment.	The Assessment is due 60 days from the date the PS Report is screened in by the supervisor. This tickler will display on the worker's Tickler expando 30 days before the Date Due.
Medicaid Certification Due	When an initial certification is entered in the system.	When the new certification is entered for the child.	The Medicaid certification is due 1 year after the initial certification was completed. This tickler will display on the worker's Tickler expando 30 days before the Date Due.
Home License About To Expire	When a home provider license is created.	When the status of the license is changed to Renewed, Revoked, Closed or Expired.	The Home Provider License expiration date is based on the date entered in the Effective To Date on the Home Provider License window. This tickler will display on the worker's Tickler expando 90 days before the expiration date.
Permanency Plan Due	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	This tickler can be deleted: when a permanency plan has received supervisory approval; the Out of Home Placement is ended and the 'Discharge Reason' field completed; or the Out of Home Placement is ended with reason 'Placement made in error.'	The Permanency Plan is due 60 days from the child's initial placement date. This tickler will display on the worker's Tickler expando 14 days before the Date Due.



**WiSACWIS Help Desk (866) 335-2180**

**\*hfshelp@dhfs.state.wi.us**

**WiSACWIS Knowledge Web**

**[http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/index.htm)**

**WiSACWIS Quick Reference Guides**

**[http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/Helpdesk/quick\\_reference\\_guides.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/quick_reference_guides.htm)**



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Permanency Plan Review	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	<p>When an Administrative Review Meeting is scheduled and the Meeting Completed checkbox is checked, the tickler is reset for one year from the date of the Administrative Review meeting. When a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler is reset for one year from the Hearing Date. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)', a Hearing date is entered, and the verified checkbox is checked, the tickler is reset to the earliest of three dates. Either one year from the Date of the Administrative Review meeting completed; one year from the date entered into the Hearing Date field on the Legal Status window with the action value of Permanency Plan Review (6 months); or six months from the date entered into the "Hearing Date" field on the Legal Status window where the Legal Action is 'Permanency Plan Hearing (annual)' and the verified checkbox is checked.</p> <p>The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'</p>	The Permanency Plan Review is due 6 months from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler expando 60 days before the Date Due.
Permanency Plan Hearing	When an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, and the placement is approved.	<p>When an Administrative Review Meeting is scheduled, and the Meeting Completed checkbox is checked; or a Legal Status with a legal action of 'Permanency Plan Review (6 months)', and Hearing Date is entered, and the verified checkbox is checked, the tickler will be reset to the earliest of three dates. Either six months from Administrative Review meeting date; or six months from Hearing date on the Legal Status; or one year from the 'Date removed from his or her home' field on the Out of Home Placement for the first tickler created. When a Legal Status with a legal action of 'Permanency Plan Hearing (annual)' is entered, a Hearing date is entered, and the verified checkbox is checked, the tickler is reset for one year from the date entered in the Hearing Date field.</p> <p>The original tickler is deleted, and NO new tickler is created when: the Out of Home Placement is ended and the 'Discharge Reason' field is completed; or the Out of Home Placement is ended with reason: 'Placement made in error.'</p>	The Permanency Plan Hearing is due 1 year from the date the Out of Home Placement with a date entered in the 'Date removed from his or her home' field is approved. This tickler will display on the worker's Tickler expando 60 days before the Date Due.



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